



**CORRECTIONAL COUNSELOR III**  
**Final Filing Date: October 29, 2009**

**PROMOTIONAL**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION [excluding Prison Industry Authority & California Prison Health Care Services (Plata)]

**WHO SHOULD APPLY** **COMPETITION LIMITED TO STATE EMPLOYEES**  
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.  
  
**NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.**

**HOW TO APPLY** Submit Examination Application (Std. Form 678)  
  
**By mail with:** **or** **In person with:**  
**Department of Corrections and Rehabilitation** **Department of Corrections and Rehabilitation**  
**Office of Workforce Planning and Selection** **Office of Workforce Planning and Selection**  
**P.O. Box 942883** **1515 “S” Street, Room 522-N**  
**Sacramento, CA 94283-0001** **Sacramento, CA 95811-7243**  
**(916) 322-2545** **(916) 322-2545**  
  
If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.  
  
**NOTE:** Only applications with an original signature will be accepted.

**APPLICATION DEADLINE/ REQUIREMENTS** **October 29, 2009**, is the final filing date. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.  
  
All applicants must meet the education and/or experience requirements for this examination by the written test date.

**TEST DATE** The written test date will be **January 30, 2010**.

**SALARY RANGE(S)** As of: **September 15, 2009**  
  
**\$7,303 - \$8,879**

**MINIMUM QUALIFICATIONS** **Either I**  
One year of experience in the California state service performing correctional casework duties at a level of responsibility equivalent to Correctional Counselor II (Supervisor) or (Specialist).  
  
**Or II**  
**Experience:** Two years of experience, which includes one year in a supervisory capacity in collecting, evaluating, and interpreting social, behavioral and vocational data for purposes of counseling and promoting individual adjustment. This experience must have been gained in one or a combination of the following fields: probation, parole or correctional casework.  
  
(Completion of one year of graduate training in a recognized school in a field of social work, clinical psychology, criminology, or sociology, administration of justice, correctional science, criminal justice, psychology, or other related behavioral science field may be substituted for one year of the nonsupervisory experience.) **and**  
  
**Education:** Equivalent to graduation from a recognized four-year college. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)  
  
(In appraising experience, more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.)  
  
**NOTE:** Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.  
  
**Special Personal Characteristics:** Demonstrated supervisory ability; capacity for assuming progressively greater responsibility as evidenced by recent employment history; neat personal appearance; adaptability; emotional maturity and stability; tact; patience; willingness to work irregular

MINIMUM QUALIFICATIONS (CONTINUED)

hours; satisfactory record as a law-abiding citizen; normal or corrected to normal hearing; sound physical condition; strength, endurance, and agility; willingness to report for duty at any time due to an emergency crisis.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
- 1

Prison administration
- 2

Principles and practices of personnel management and effective supervision
- 3

Principles, practices and techniques used in the administration of inmate classification programs in correctional institutions and skill in their application
- 4

Purposes, activities, regulations and functions of the California Department of Corrections and Rehabilitation and the Board of Parole Hearings (formerly Board of Prison Terms)
- 5

Principles of verbal and written expression
- 6

Correctional casework procedures
- 7

An understanding of the range of normal and abnormal human behavior
- 8

The policies and procedures of custody
- 9

Problems involved in the supervision and adjustment of inmates
- 10

The various prison gangs, gang behavior, and the threat of gang action in an institutional setting
- 11

Group processes and dynamics, including various roles played by group participants and different types of questions or modes of inquiry which can be used in group settings
- 12

Criminology and behavior and attitude of inmates and evaluating sociological, psychological, psychiatric and vocational findings and recommendations
- 13

Training methods
- 14

Planning and conducting in-service training programs
- 15

Department's Equal Employment Opportunity objectives
- 16

Manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives
- 17

The labor-management relationship under the collective bargaining law
- B. Ability to:
- 1

Plan, organize and direct the work of others
- 2

Evaluate sociological, psychological, psychiatric and vocational findings and recommendations
- 3

Coordinate the work of professional and technical employees in inmate guidance and classification work
- 4

Analyze problems arising out of the supervision of classification programs and reach practical and logical conclusions
- 5

Put into practice effective changes
- 6

Plan and conduct in-service training programs
- 7

Effectively control and coordinate programs and meet scheduled work requirements
- 8

Estimate and budget the amount of time and approximate cost required to complete assignments
- 9

Communicate effectively
- 10

Command the respect and trust of inmates and staff
- 11

Organize and prioritize work
- 12

Meet deadlines
- 13

Deal tactfully/diplomatically with sensitive issues
- 14

Evaluate situations accurately and take effective action
- 15

Deal effectively with a high volume of work
- 16

Work under pressure
- 17

Respond effectively to emergency situations
- 18

Work independently
- 19

Control an interview with an inmate
- 20

Interpret institutional/departmental policies, rules and regulations
- 21

Adjust to changes in assignments
- 22

Work with a team of people from a variety of occupations and professional disciplines
- 23

Motivate an inmate toward specific goals
- 24

Recognize and handle dangerous situations for inmates and staff
- 25

Effectively contribute to the Department's Equal Employment Opportunity objectives

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)	<p>A Correctional Counselor III, under general direction, either: is to be responsible for the inmate classification program, including supervision of a records office and the liaison functions between the institution and the Board of Parole Hearings, or an intensive treatment program in an institution: or (2) on a rotational basis, perform specialized and highly responsible assignments as a staff member of the departmental headquarters classification unit: performs peace officer duties as required: and does other related work.</p> <p>Positions exist at various locations throughout the state with the Department of Corrections and Rehabilitation.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
VETERANS POINTS/ CAREER CREDITS	<p>Veteran's Preference Points and career credits are not granted in promotional examinations.</p>
SPECIAL REQUIREMENTS	<p><b>Firearm Requirement:</b> Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.</p> <p><b>Felony Disqualification:</b> Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.</p> <p>In completing the Examination Application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:</p> <ol style="list-style-type: none"><li>(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or</li><li>(2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or</li><li>(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.</li></ol> <p>However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).</p> <p><b>Background Investigation:</b> If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.</p> <p>Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.</p> <p><b>Age Limitation -- minimum age for appointment:</b> 21 years. (Applicants must state their birth date on the Examination Application.)</p> <p><b>Citizenship Requirement:</b> Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.</p> <p><b>Drug Testing Requirement:</b> Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenics) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.</p> <p><b>Pre-Employment Medical Examinations:</b> Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.</p> <p><b>Training Requirement:</b> Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.</p> <p><b>High School Equivalence for Peace Officer Classifications:</b> Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.</p>

GENERAL INFORMATION

**It is the candidate’s responsibility** to contact the Department of Corrections and Rehabilitations’ Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**It is the candidate’s responsibility** to contact the Department of Corrections and Rehabilitations’ Office of Workforce Planning and Selection at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice.

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at [www.spb.ca.gov/jobs/stateapp.htm](http://www.spb.ca.gov/jobs/stateapp.htm).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS